

**LIBERTY TOWNSHIP LAND USE BOARD CHECKLIST
PRELIMINARY MAJOR SITE PLAN**

Applicant's Name: _____

Block _____ Lot(s) _____

#	REQUIREMENT	YES	NO	REMARKS
1	Tax map block and lot, tax map sheet and zone district.			
2	North arrow and reference meridian.			
3	Name of project, date, name, address, seal and signature of land surveyor who prepared the survey, dates of all revisions, tax map sheet, block and lot numbers, acreage of tract being subdivided. Scale of not less than 1 inch = 50 feet both written and graphic.			
4	Existing and proposed street names.			
5	Title of plan, signature and seal of engineer who prepared the site plan.			
6	A key map indicating the property and the two most closely intersecting streets with the street serving the property.			
7	Name and address of owner and applicant together with the names of owners of all contiguous land within 200 feet of the boundary of the site.			
8	Lot dimensions to the nearest hundredth of a foot, bearings to the nearest second.			
9	Location of all existing and proposed structures, outside dimensions and elevations.			
10	Zoning schedule.			
11	Topography showing existing and proposed contours at Two foot intervals based United States Coast and Geodetic Survey datum. A reference bench mark shall be clearly designated. All lands with slopes in excess of 15% contours shall be shown at five foot intervals.			
12	All existing physical features, including streams, water courses, wooded areas where there exist trees greater than five inches in caliper, measured at a height of four and one-half feet above ground level, indicated in general location on the plan and marked in the field, and significant soil conditions, such as swamp or rock.			
13	Building setback, side line and rear yard distances.			
14	Parking, loading and unloading area, including the number of places, dimensions, traffic patterns, access aisles and curb radius.			
15	Improvements, such as roads, curbs, bumpers and sidewalks, with cross-sections, design detail and dimensions.			
16	The location and design of existing and proposed water systems, sanitary waste disposal systems, water mains and appurtenances			

	and the method of refuse disposal and storage. Two soil logs and two permeability tests.			
17	A landscaping and buffering plan, showing what will remain or be removed and what will be planted, indicating types of plants, trees and dimensions. Where a commercial use abuts a residential zone or use, buffering shall screen the commercial use from such residential properties.			
18	Lighting details, indicating type of standard, location, radius of light and intensity of foot candles.			
19	Locations, dimensions and details of signs.			
20	Renderings or drawings of the building as well as the building materials to be used.			
21	A soil erosion and sediment control plan.			
22	A Stormwater Management Plan, which shall contain all the data set forth under requirements for preliminary approval of a major subdivision.			
23	A delineation of wetlands in metes and bounds.			
24	An environmental impact statement for site plans on lots in excess of Ten acres			
25	Provision for Board Chair and Administrator's signatures			
26	Original and 15 copies of the application form.			
27	All fees and escrow deposits paid.			
28	Certification of taxes paid from Liberty Township Tax Collector.			
29	Affidavit of ownership (if applicant is not the owner).			
30	Copy of application to Warren County Planning Board.			

Revised 10/06